

Grant Application

SEATTLE DEPARTMENT OF PARKS AND RECREATION 2004 YOUTH/TEEN DEVELOPMENT FUND REQUEST FOR PROPOSALS INSTRUCTIONS

INTRODUCTION:

We have a budget of \$135,000 in calendar year 2004 for a Pro-Parks Youth/Teen Development Fund. We will support the following priorities in the administration of this fund:

- ◆ Enhances or expands opportunities in conjunction with Community Learning Centers at key middle schools and high school in King County
- ◆ Expanding parks and recreation opportunities for high school aged youth in the evenings and on weekends
- ◆ Creating and expanding youth employment opportunities, including paid internships and career shadowing, during the summer and throughout the year
- ◆ Aligning out-of-school time activities with school readiness and academic success
- ◆ Partnering with communities to develop services and activities that are specifically tailored for ethnic and immigrant populations

MAXIMUM AWARD AMOUNT:

The maximum amount of matching funds allocated to a single program or facility will generally not exceed \$10,000. Up to \$67,500 of the total \$135,000 Youth/Teen Development funds can be awarded to continue 2003 programs. To be eligible, evaluations must show evidence that the program successfully met its objectives, met match and evaluation requirements and demonstrated program demand. For 2004 applications, please refer to matching criteria below.

ELIGIBILITY:

Proposals may be submitted:

- ◆ By any Department staff, who represent a program or facility, with a partner from one or more non-profit agencies, or
- ◆ By a non-profit agency partnering with a department program or facility.
- ◆ Funding can be provided from the Youth/ Teen Development Fund for new programs or to continue or expand existing programs which were previously awarded Department funds in 2003, and successfully met their objectives.
- ◆ As a condition of acceptance, all award recipients, including appropriate individuals representing the partners must complete a training session on applying Developmental Assets prior to the start of their program, if they have not previously done so.
- ◆ Proposals must include services or activities incorporating asset development in one or more of the following program areas:
 - ◆ Personal Development and Education
 - ◆ Environmental Stewardship
 - ◆ Fitness and Health, including sports
 - ◆ Citizenship and Leadership
 - ◆ Arts and Culture
- ◆ Proposals must involve programs serving youth and/or teens within the ages 5 to 18 years. The Youth/Teen Development Fund is not intended for capital projects.
- ◆ Proposals need to fit into one of the following two categories:

1. New Programs/Activities which support under-served populations such as:
 - A) Homeless youth
 - B) Refugee or immigrant youth
 - C) Youth With Disabilities
 - D) Drop Outs, Re-entry
 - E) Youth with limited financial means(low income families) or limited programmatic opportunities (must justify)
 2. Programs/Activities which increase partnership opportunities between department programs/staff and other youth/teen serving agencies, i.e., Boys and Girls Clubs, agencies serving refugee communities, and youth service centers. The intent is to build partnerships, leverage revenues and provide additional/new opportunities for youth/teens.
- ◆ The total value of the proposed match must equal at least 50% of the amount of the funds being requested. The proposed match may consist entirely of cash or it may consist of a combination of cash and in-kind services. Documentation of the proposed match should include the basis of value or dollar amounts assigned to any in-kind services. The composition and content of the proposed match will be reviewed to ensure that it is directly related to the new program.
 - ◆ Department funds and/or Department funded staff time that are part of the Department's annual budget, PRO Parks Levy or Capital Improvement Program budget may not be counted as part of the match.

Proposals that also meet the criteria below increase the likelihood of being funded.

RATING CRITERIA:

- ◆ The proposal involves partners beyond the facility's advisory council.
- ◆ The proposal increases youth/teen participation above existing levels.
- ◆ The proposal involves a program serving both male and female youth/teens.
- ◆ The proposal results in service or program opportunities for a youth/teen population that is currently under-served.
- ◆ The proposal broadens the experiences available to youth/teens.
- ◆ The program helps to build youth/teen developmental assets.
- ◆ The proposal includes a realistic methodology for measuring results.
- ◆ The proposal serves minority youth.
- ◆ The proposal assists youth with school readiness.

In addition, the reviewers will consider the geographic distribution of the proposals to be funded. The intent is to fund at least one proposal in each Seattle neighborhood, but this is not an absolute guarantee.

FISCAL AGENT RESPONSIBILITIES:

A Parks and Recreation facility or program either submitting the proposal or partnering with an outside agency will be the fiscal agent for the grant. This involves oversight of the program, preparation of any contracts that need to be signed, monitoring the budget, approving expenses and completing program evaluations. Once awards are made, funds will be transferred to the appropriate Parks and Recreation Division.

PARTNERS:

- ◆ A Parks and Recreation facility or program Advisory Council can count as one partner.
- ◆ Joint programming with other community centers, advisory councils and/or other agencies is encouraged.

- ◆ Partnering with other recreation or service providers, community-based organizations or interest groups is encouraged.

PROCESS:

- ◆ Proposers must completely fill out the attached form and submit three copies to Brenda Kramer at 100 Dexter Avenue N, Seattle, WA 98109; no later than the close of business on November 21, 2003.
- ◆ Representatives of all partners must sign the form.
- ◆ Awards will be made by January 1, 2004.

General Application

1. Name of Proposed Program: _____

2. Name of Department facility, program or Non-profit Submitting

Proposal: _____

Contact Person: _____

Telephone Number: _____

If Non-Profit is submitting, identify the lead Parks and Recreation Department program or facility you are partnering with: _____

3. Amount of Youth/Teen Development Funds Requested:

\$: _____

Request is for: First year Funding ____ Second Year Funding ____

If you are applying for second year funding, please attach a copy of your program evaluation that demonstrates 2003 program success and continued demand.

4. Program Description: Describe the program, what services are proposed to be provided, what activities are offered, when and where the program will be conducted, any fees to be charged, etc. If necessary, attach additional pages:

5. Describe the goals of the program:

6. Please indicate the partnerships you intend to develop and how these partnerships will further the efforts to better service Seattle's youth.

- 6a. Explain how responsibilities for the services or activities are to be divided among the partners.

Demographics:

- ◆ To be eligible, proposals must involve new programs serving youth and/or teens age 5-18 years. The Youth/Teen Development Fund is not intended for capital projects.
- ◆ Programs must meet the criteria in at least one of the following categories:
 1. New Programs should support at least one of these traditionally underserved populations:
 - A. Homeless youth
 - B. Refugee or Immigrant youth
 - C. Disabled youth
 - D. Drop outs, Reentry
 - E. Youth with limited financial means(low income families) or limited programmatic opportunities

The intent is to serve youth not traditionally served by our programs.

2. New Programs/Activities which increase partnership opportunities between department programs/staff and other youth/teen serving agencies, i.e., Boys & Girls Clubs, agencies serving refugee communities, and youth service centers. The intent is to build partnerships, leverage revenues and provide additional/new opportunities for youth/teens.

The demographics portion of the Application will be graded on the following criteria:

- ◆ The program provides opportunities for the most possible youth/teens
- ◆ The program allows students to use new facilities they would not otherwise have used
- ◆ The program serves areas where there are little programmatic opportunities
- ◆ The program serves traditionally underserved population (see above)
- ◆ The program serves a wide range of ages
- ◆ The program serves both male and female students

Application:

1. What neighborhood(s) (according to attached census sub-area tract map) will the program serve? How will it serve each neighborhood?

2. Does the program actively target homeless, refugee/immigrant, disabled, or drop out youth/teens? How?

3. What ages will the program serve?

4. Will the program serve both male & female youth/teens?

Programs:

Criteria and Requirements:

The Program portion of the Application is designed to determine how well the proposed program will serve the youth participants.

- Whether the program is a continuation of an existing program, or a program new to the City of Seattle
- The number of teens/youth that will be served by the program
- The operating time for the program: how many hours the teens/youth will be served
- The ratio of staff to the number of participants
- Which of the Big 5 the program will develop in the City of Seattle
- Which Developmental Assets will be fostered in participants

Application:

1. How many youth (ages 5-18) do you expect to participate in this program?

-
2. How many hours will the program run throughout the year (direct program hours youth can participate, not total staff hours)? What is the starting date and ending date?
-
-

3. What is the expected youth/teen to staff ratio of the program:

Predicted Participants:___Total Staff:___Ratio (as a percentage):

4. Please clearly indicate in which of the five program areas the program will develop assets:

___ Personal development and Education
___ Environmental Stewardship
___ Fitness and Health, including sports
___ Citizenship and Leadership
___ Arts and Culture

Budget Application:

	Grant Request	Match (In-Kind and Cash)	Total Funding
Personnel			
Program Staff			
Other Staff			
Total Personnel			
Supplies			
Program Supplies and Materials			
Total Supplies Costs			
Other Costs			
Extra Costs			
Total Other Cost			
TOTAL			

1. How many staff members will there be for the program?
-

2. What is the amount and source of the program's match funding?

2a. If any of the above match is based on in-kind services, please complete the following:
Amount (estimated dollar value) and Source of In-Kind Services:

\$ _____

3. Answer question 2 applicable for 'Other Staff'

4. Describe the budgeted supplies and their costs:

5. If applicable also describe 'Misc. Supplies':

6. Describe any other costs:

Monitoring and Evaluation

In this portion of the Application, explain how you intended to track the progress of your program. Use the predictions you have already made and explain how you will determine if the program is successful or not. At a minimum, we will be asking you to report on the amount of actual match received, how funds were spent, the actual number of program hours delivered and the number of participants served. Your model for addressing these questions should be as follows:

- ◆ what information is appropriate to use in determining the program's success
- ◆ how you intend to gather data objectively and exhaustively
- ◆ how you will evaluate the data in a unbiased way

Demonstrate how your self-monitoring process is objective, unbiased, follows a plan with clear steps, and will accurately report on the effectiveness of the program.

1. How do you intend to measure the success of the number of youth served, the number of new participants (if it is a continued program) and whether it served both girls and boys?

2. How do you intend to measure the effectiveness of the program in terms of a positive impact on the participants? Did you achieve the positive influence you intended? Why or why not? What would you do to improve?

3. How do you intend to measure the budgetary success of your program? How will you treat any discrepancies in the final budget to the predicted budget submitted in this Application? How will you perform a cost/benefit analysis?

Please mail your application materials to:

Seattle Parks and Recreation
Attention: Brenda Kramer
100 Dexter Avenue North
Seattle, WA 98109

Or email them to:

Brenda.kramer@seattle.gov

SIGNATURES:

PROPOSER

Facility, Community Center or Program _____

Resources Committed _____

Print Name: _____

Job Title: _____

Date: _____

Signature of Proposer _____

PARTNERS

1. Organization or Group: _____

Print Name: _____

Title: _____

Date: _____

Resources committed _____

Signature of Representative: _____

2. Organization or Group: _____

Print Name: _____

Title: _____

Date: _____

Resources Committed _____

Signature of Representative: _____

NOTE: These signatures are required for you to receive any funding!